

HINTS TO SECRETARIES – UPDATED FOR 2015 - 2016

1. Please read the League rules carefully and make sure that you and everyone connected with your Club fully understand them. If you have any queries, please do not hesitate to contact the League Secretary.
2. Take special note of Rule 11(a). Every match form is checked by the Registration Secretary after each match so do not be tempted to play an unregistered player, it can be a costly business. A player is not registered and is therefore ineligible to play until you have received the Registration Sheet Rule 8(b).
3. Make sure your Club is represented at all club meetings and the AGM. Dates to be advised. Meetings will commence at 8pm sharp. Any Club not represented will incur a fine of £50, increased by £20 for each subsequent offence. Clubs not represented at the AGM will be fined £50. It is in the interest of your Club and the League to make sure you have a representative at all meetings. *Please note it is not sufficient for your representative to just sign the register or pay money to the treasurer and then leave. He/she must stay for the business in hand.*
4. Make sure you confirm your home match to your opponents and the referee at least five days prior to the match. Check colours and the goalkeeper's colour.
5. Make sure that your team is ready to kick-off at the appointed time and on the field of play even if the other team is not.
6. Make sure that the Club Report Form is fully completed and returned to the League in accordance with Rule 11(a) and that you text your match result in strict accordance with the publicity instructions in Rule 11(b).
7. Make sure that every player signs the match form with his usual signature, and prints his name alongside.
8. AWAY TEAM - Make sure that the Referee is paid his fee of £35.00 before the match.

HOME TEAM - as a matter of general courtesy you should welcome the Referee prior to the game, ensure he or she has been shown the changing room and introduce him to your Referees Assistant. Ensure that he or she is not kept waiting for the completed match form after the game. Also, The fully completed match form should be handed to the Referee by the home side prior to KO. Any player arriving after KO and named on the form must still sign the form before the Referee leaves the ground.

9. Pay any fines imposed on your Club promptly and forward all payments to the Treasurer. Any fines not paid within 21 days will be increased at the discretion of the League Council.

10. Please note that in the League's own Cup Competitions, in the event of a draw after 90 minutes, an extra 15 minutes each way will be played in all rounds. If the match is still a draw after extra time, then a penalty competition will decide the match. There are no replays.
11. Remember that if you enter your County Cup Competition or any other Cup competition you must inform the Fixtures Secretary of the result on the day of the match, and also text the result for publicity. See Rule 11(b).
- 12. Make sure that you have a suitable first aid kit at all matches and someone with some first aid experience on hand.**
13. Please make sure that every player and official of your club understands that the Management Committee always has the right to cancel or refuse to register a player who in their opinion is guilty of persistent misconduct. Any such action is subject to appeal to the appropriate County FA.
14. Make sure that in the event that a player leaves your club, he has discharged his reasonable financial and other liabilities. Whilst the League would not register a player with another club if he still owed his previous club money the League cannot be expected to act as a debt collector.
15. Please ensure that you mark the Referee even if the appointment has been made by you. These marks are needed to submit to the various County Associations in order that the Referee can be assessed for promotion if applicable. This is only required if the Referee is a qualified Referee.
16. Please make sure that all payments made to the Treasurer are by cheque or postal order. Avoid paying in cash.
17. Abide by the League rules, play to win but not at all costs and you will enjoy your football with the League
18. Please do no contact any Management Committee member after 9pm